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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Implementation of Presidential Hiring Freeze

FROM:

Deputy Director of Central
Intelligence

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Legislative Counsel

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White House
OLC #78-3374

DD/A Registry

78-4154/5

9 NOV 1978

Executive Registry

78-3390/3

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign
Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Director, Public Affairs
Director, Equal Employment Opportunity
Comptroller

FROM : Deputy Director of Central Intelligence

SUBJECT : Implementation of Presidential Hiring
Freeze

1. At the direction of the President and under guidelines established by the Office of Management and Budget, a partial hiring freeze is in effect for an indefinite period. Effective 25 October 1978, agencies may fill only one out of every two vacancies. One important exception is that hiring commitments made before that date may be honored.

2. In the immediate future, most of our hiring will be based on commitments made before 25 October. These commitments consist of (1) written notifications to applicants to report for duty and (2) written notifications to applicants that a job is available subject to successful completion of security and medical processing. Based on these criteria, commitments have been made to [] applicants. However, we would expect fewer than 50 percent of these applicants to complete processing and to actually enter on duty. The employment of such already-committed applicants does not count against vacancies occurring after 24 October 1978.

25X1

3. For the purposes of administering the hiring freeze, "hiring" is defined as (1) new entrances on duty of permanent full-time personnel who count against ceiling, (2) assignments to operating Directorates of permanent full-time personnel from TAS (the clerical pool), and (3) reimbursable details from other Federal agencies. For purposes of determining the number of persons who can be hired by the Agency on the basis of the 50 percent replacement limitation, a "vacancy" is defined as one created by a separation or retirement from the Agency or the termination of a reimbursable detail from another Federal agency.

4. For the duration of the hiring freeze, I have asked the Comptroller to include, as an agenda item at monthly Comptroller Meetings, a review of the status of the Agency's on-duty strength and vacancies (both current and projected) and to consider critical replacement staffing needs as identified by the Deputy Directors and the Administrative Officer, O/DCI (for the Independent Offices). The Director of Personnel will attend these meetings in an advisory capacity. All allocations to hire will be made in the Comptroller Meetings and for the most part on the basis of each Directorate's anticipated vacancies. I have also asked the Comptroller to make recommendations for the temporary reallocation of hiring headroom, when necessary, to ensure that the Agency makes full use of its reduced ability to replace losses while at the same time ensuring that the highest priority staffing needs are satisfied. Where agreement cannot be reached at Comptroller Meetings on such reallocations, the Comptroller will refer the issue to me for decision.

5. The responsibility for administering the hiring freeze is assigned to the Director of Personnel who will assign new hires to the Directorates and Independent Offices consistent with the 50 percent replacement rule and with temporary reallocations of hiring headroom as may be made through Comptroller Meetings. Within Directorates, the Deputy Directors may employ offsets between components as required so that priority needs can be met. In the event of special problems that cannot be resolved in discussions with the Director of Personnel or at Comptroller Meetings, appeals may be addressed to me. In the case of the Independent Offices, appeals should be forwarded to me through the Administrative Officer, O/DCI.

6. So that senior management may have data needed to arrive at an equitable system for allocating new hires, you are requested to complete the attached form and return it to the Chief, Staff Personnel Division, Office of Personnel, by COB 17 November. While the form requests data only at the Directorate and DCI area levels, you will wish to have supporting detail at the Office (Division) level to assist in your internal allocations of new hires. At this time I am requesting a six-month projection, but should the freeze continue, we will need updated projections.

/s/ Frank C. Carlucci

Frank C. Carlucci

Attachment:

Form to report projected separations

cc: Administrative Officer, O/DCI
Director of Personnel

PROJECTED SEPARATIONS

NOV DEC JAN FEB MAR APR MAY

Separations from Agency
Employment

PRIORITY EMPLOYMENT REQUIREMENTS

Office Category* Number When Needed

* Typist, Economist, Systems Analyst, Photo Interpreter, etc.